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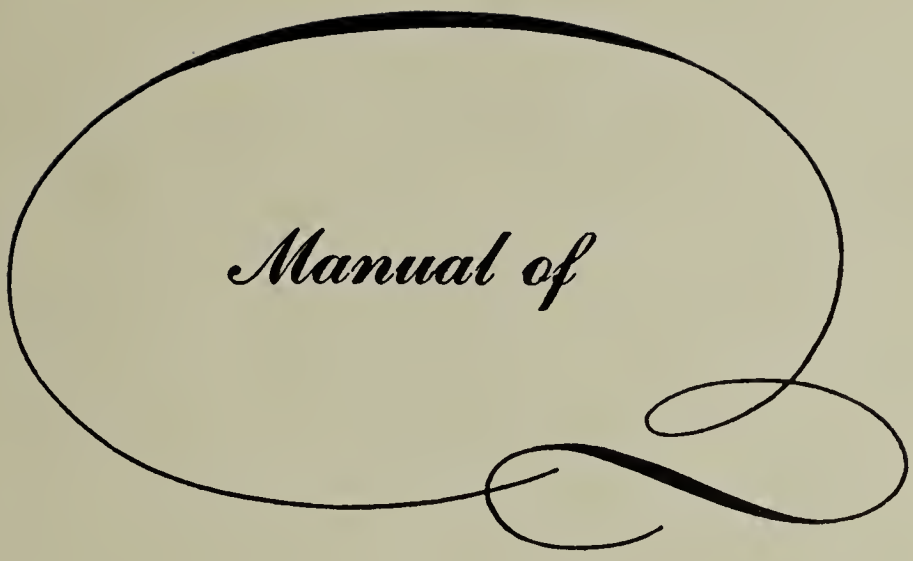

The Board of Foreign Missions

OF THE REFORMED CHURCH
IN AMERICA

DEC 21 1950

MANUAL
OF THE
BOARD OF FOREIGN MISSIONS
OF THE
REFORMED CHURCH IN AMERICA

For the Use of Missions and Missionaries

PREPARED AND PUBLISHED BY THE BOARD

1948

156 Fifth Avenue

New York City

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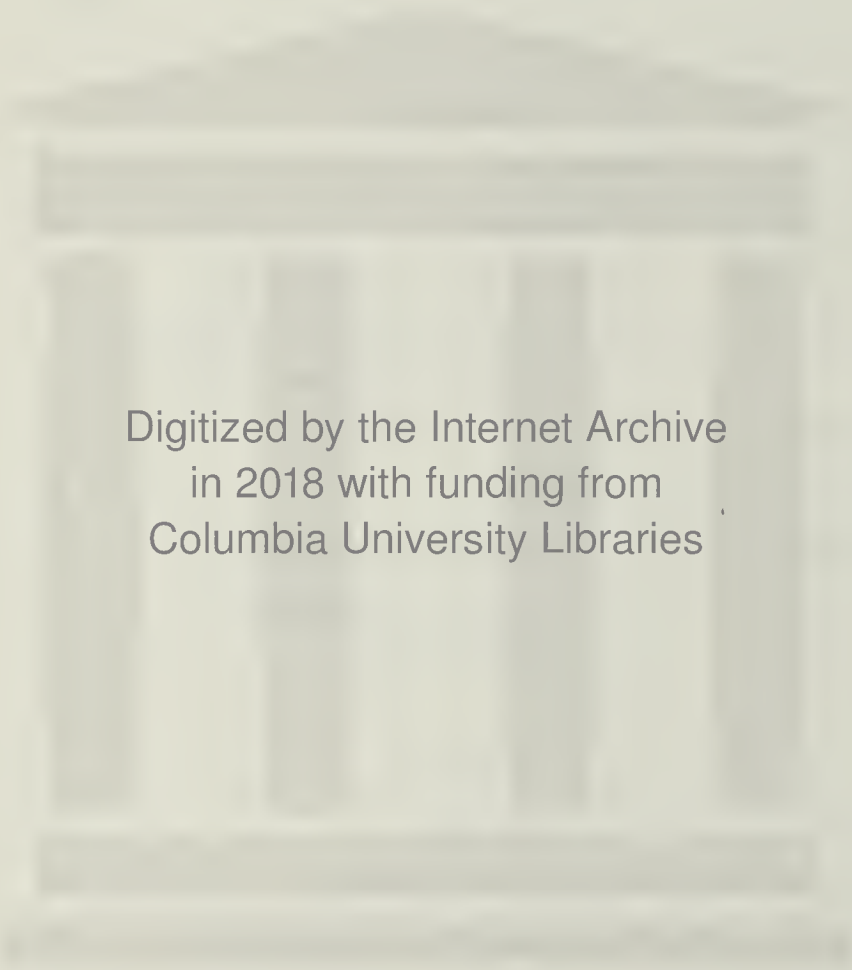
Adopted May 19, 1948. All previous editions of the Manual are superseded by this issue.



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INTRODUCTION

This Manual is designed for the use of the Board and its missionaries. Its object is to define as accurately as possible the relations of missionaries to the Board and to the organizations on the field. The relation of the missionary to the Board has always been of the most cordial and fraternal character. It is desired that it may always remain so, for the Board and the missionaries are merely helpers of one another and workers together in the common service of our Lord and Saviour Jesus Christ and of His Church. That this may be the case, the principles on which the work of the Board and the missionaries is conducted should be expressed in rules which tend to promote regular and orderly procedure. These rules have been gathered together here. They are the result of long experience but are susceptible to alteration at any time as necessity or changing circumstances may dictate. Matters not provided for will receive the careful consideration of the Board, as they may from time to time arise. Formal assent to this Manual is required and no appointment shall be complete until the Board has received a signed and dated "Manual Acceptance" card, which reads as follows:

"To the Board of Foreign Missions
of the Reformed Church in America
156 Fifth Avenue, New York 10, N. Y.

"I hereby acknowledge the receipt of a copy of the Board's Manual, giving the rules and regulations which govern the missionaries in their work and in their relations to the Board. I have carefully read it and I promise compliance with its provisions, believing that I can labor cheerfully and happily under the direction of the Board and in

conformity with the system which it finds necessary in order to maintain its extensive and intricate work.

"I understand that this Manual is neither a contract nor a final expression of the Board's principles and rules, but is subject to such amendments as the Board may, from time to time, deem to be for the best interests of the cause. But I shall consider myself, and the Mission to which I am appointed, bound by its provisions."

Signature.....

Date.....

Chapter I

BOARD ORGANIZATION

1. The Board of Foreign Missions operates under a constitution approved by the General Synod of the Reformed Church in America. The first constitution was adopted in October 1857. It was amended in 1910 and in 1945, the present constitution having been adopted May 27, 1946. It is a corporate body by special acts of the legislature of the State of New York in 1860 and 1873. The Arabian Mission, which was separately incorporated in 1891 under the laws of the State of New Jersey and taken under the care of the Board in 1894, was amalgamated with the Board in 1925. The present organization is a merger of the Board of Foreign Missions with the Woman's Board of Foreign Missions, organized in 1875. The present Board, therefore, is the successor of the Woman's Board of Foreign Missions and is competent to receive all legacies to that Board. The Board is composed of forty-two members, twenty-seven men (ministers and laymen) and fifteen women. One third of the total number are elected annually by the General Synod for terms of three years. (See Constitution and By-laws of the Board.)

2. The Board has no ecclesiastical authority and does not undertake to exercise any. Its missionaries are subject to the authority and discipline of the Classes or Churches to which they belong.

3. But, as the agent of the General Synod of the Reformed Church in America charged with the direction of its foreign missionary work, it is and holds itself under a solemn responsibility to the Church with respect to the character and capacity of those who represent it in the field, the propriety of the methods used, the fidelity with which the work of the missionaries is performed, and the economical use of the funds contributed by the churches and committed to its trust for the sacred duty with which it is charged. It is further responsible for ensuring that the principles of the Gospel, as held by the Church, are maintained and propagated with fidelity.

4. All administrative matters relating to the appointment and assignment of the missionaries and the conduct of their work on the field are in the hands of the Board. The application of any who may desire to devote themselves to missionary work will be carefully considered by the Board. In making appointments, the Board will be governed by the necessities of the work and by the amount of money at its disposal.

5. The Board includes within its organization a Department of Women's Work which carries on the educational and promotional work of the Board among the women of the Church and assumes other responsibilities formerly exercised by the Woman's Board of Foreign Missions.

Chapter II

MISSIONARIES

Definition

6. To be a regular missionary of the Board a candidate shall have been (a) recommended by the Candidate Committee, (b) accepted and commissioned by the Board or its Executive Committee and (c) assigned to a field.

7. All missionaries are missionaries of the Board and serve under its administrative direction.

Classes

8. There are two classes of missionaries: missionaries under regular appointment and missionaries under short-term appointment.

a. Missionaries: Regularly ordained ministers of the Gospel, licensed preachers, women evangelists, physicians, nurses, teachers, agricultural and industrial workers, wives of missionaries and all unmarried women under regular appointment are called missionaries.

b. Short-term Missionaries: The Board also appoints for special service unmarried men or women for a term of three to five years. Missionaries so appointed are called short-term missionaries.

9. All missionaries are appointed for life, subject to the developments of Providence. They are normally appointed to a field and not to a particular station or institution and are subject to location and assignment by the Mission, by the Church on the field, or by such agency as may be set up on the field in connection with the Christian constituency there. The Board may, however, in special cases appoint a missionary with a specific assignment on the field at the request of field agencies, but missionaries so appointed shall become equally members of the Mission and subject to its rules and regulations. In the case of union institutions, however, they shall be members of a Mission, where possible, but shall be subject to the direction of the Board and the administration of that institution.

Short-term missionaries, while members of the Mission and subject to its control, do not have voting rights in mission meetings, need not study the language except on their own initiative and are limited as to outfit grant and furlough. On completing their term of service they may receive regular appointment as missionaries on the recommendation of the Mission, or the field agency concerned.

General Qualifications

10. The supreme qualification for a missionary is an unswerving loyalty to the Lord Jesus Christ and a consuming passion to make Him known. Without this energizing evangelistic motive nothing else counts, but with it many qualifications are looked for. He should be of Christlike life. He should possess prayerful habits and a devotional spirit, a blameless life and a good reputation, familiarity with the Bible, love for its use and study, and an understanding and acceptance of the leading doctrines of the Gospel. He should have intellectual ability developed and disciplined by education, a reasonable aptitude for and facility in acquiring language, aptness to teach, good temper, sound judgment, tact, adaptability to men and circumstances, ability to work in harmony with others, persistent energy in the execution of plans once formed and adopted,

and "a large share of common sense." He should also have sound health and an unimpaired constitution.

11. It is especially desirable and important that every missionary shall have had some experience in active Christian work at home. Experience as a pastor in this country is an admirable qualification for missionary service.

12. It may be said also that any gift, talent, or acquirement likely to add to usefulness at home will add at least as much abroad, and the very highest mental power, intellectual attainment, personal culture and refinement, executive ability, organizing and administrative capacity, fertility in resources and expedients, eloquence, linguistic ability will all find ample scope in missionary work; that nowhere are they more needed and nowhere will their exercise bring larger rewards to the servant or greater glory to the Master. Nothing which anyone possesses is too precious to be used in foreign missionary service. On the contrary, that work is so great, so difficult, so exacting and so far-reaching in its purpose and consequences, as to demand all that is best in the men and women who engage in it and the *very best* men and women the Church can supply.

Special Qualifications

13. The Board recognizes all methods of work as of value in missionary service in so far as they further the cause of the Gospel. As stated in the Act of Incorporation of the Board, it is a body "for the purpose of establishing and conducting Christian missions among the unevangelized or pagan nations and the general diffusion of Christianity." This purpose has been interpreted in the widest sense from the first. Missionaries have been appointed as evangelists, teachers, doctors, nurses, agriculturists and industrialists and the Board is prepared to add to this list as the need arises. However, evangelism shall be the primary aim of all missionary endeavor, various vocations being used in interpreting the love of God in Christ and the teachings of the Gospel.

14. The evangelistic missionary should be a regularly appointed minister, with collegiate and theological training,

or a woman missionary with special training for this service.

15. The teacher should have special training for such service and practical teaching experience. Post graduate degrees, while not required in all cases, are desirable and special training in Bible teaching is also highly valuable.

16. The medical missionary should in all cases be a graduate of a grade "A" medical school with the regular degree, including two or more years of internship. He should also have passed successfully either the National Board or a State Licensing Board examination. Great evangelistic opportunity comes to the missionary doctor and he should be determined to make his professional work serve in the furtherance of the Gospel.

Nurses should be graduates of approved schools of nursing and should have had some further training in their profession. They should have a state license carrying the degree of R.N. and preferably also a college degree. Like the missionary doctor, nurses should make their professional work conduce to the Christian influence of the hospital to which they are assigned.

17. Agricultural and industrial missionaries should have had some form of training, either in an agricultural college or recognized trade school. Organizing ability is especially looked for because of the wide sphere of influence open to them.

18. Women missionaries, whether single or married, should be trained in child welfare, home economics, public health or religious education. They should also have had experience in church work. Such training and experience is also desirable for the wives of missionaries.

Applications and Testimonials

In view of the varied and solemn responsibilities of missionaries, and the serious consequences to the Church and to the individual of a possible mistake in so important a matter, the Board regards itself as obliged, before appointing any person, to obtain as full a knowledge as possible of his character and qualifications for the work in which he

seeks to be engaged. Candidates, in their applications, are asked to exercise the greatest care, to be conscientiously accurate in statement and true to their convictions. All such communications will be regarded as strictly confidential by the Board.

19. Formal application for appointment by the Board is made on blanks supplied by it and to be obtained from the Candidate Secretary of the Board. In receiving such application the Board understands that the candidate seriously presents himself for missionary appointment. It commits itself to a thorough consideration of the ability of the candidate to meet the requirements of the work on the field. But the giving of such blanks and the receipt of such application in no case constitutes a claim for appointment.

Applicants may be members of any evangelical church, but at the time of appointment they shall be members in communion with the Reformed Church in America, or shall have taken the measures necessary to become such, except in special cases at the discretion of the Board.

20. Candidates considering missionary work should confer with the Candidate Secretary of the Board early in their period of preparation and secure advice on courses to be taken. Formal application should be made near the beginning of the last year of study.

21. It is the standing rule of the Board not to pay any part of the expenses incurred in the undergraduate course of study. However, the Church makes suitable provision, through its Board of Education, for financial assistance for certain types of students who are preparing to enter its service. This Board will receive under its care for financial aid, in accordance with its rules and regulations, a medical student who has missionary service in mind and who is a member of the Reformed Church in America, upon the recommendation of the Board of Foreign Missions. Such recommendation, however, in no way carries with it a guarantee of ultimate appointment. Similar arrangements may also be made in the future for those preparing in religious education. The Board will not be responsible for

any expenses or debts of any applicant for missionary appointment. At the same time, the Board will counsel a candidate in meeting such obligations so that, as far as possible, every appointee may leave the country free of debt.

22. In addition to the personal application of the individual, the following testimonials shall be required: from the pastor; from the physician of the family, or one who may have attended the candidate; from instructors, separately or jointly; from persons of recognized character who have known the candidate well. Such testimonials shall relate to his Christian character and standing as a member of the Church; his natural talents and temper, and the probability of working happily with others; his judgment, discretion and common sense; his literary and theological attainments and his professional ability or skill, according to the type of work which he is to do; his habits of improving time and opportunities of usefulness; his personal habits of economy and those of his family, if he have one; his facility in acquiring languages; his personal appearance, manners and address; any peculiarities of character, habits or constitution of the applicant or any immediate member of his family that may seem to have a bearing on the case; his fitness for a particular field and his ability as a preacher or as a public speaker.

23. The testimonials of ordained ministers and theological students should, in all cases, include the certificate of membership and recommendation of the Classis or other ecclesiastical body to which the applicant belongs.

24. If the appointment sought be that of a physician, nurse, or teacher, the testimonial should include letters from instructors or from others familiar with the professional as well as personal character and standing, qualifications, work and success of the applicant.

25. In every case, special care should be exercised, both in application and testimonial, to state fully and frankly all facts bearing upon the question of health. The Candidate Secretary will plan with each applicant for a complete medical examination by a doctor approved by

the Board. On appointment a copy of the report of the physical examination in each case shall be forwarded to a designated medical officer on the field or to the Secretary of the Mission where there is no medical missionary on the field.

26. It is most earnestly desired that testimonials be written with perfect candor. To secure this result they should be sent directly to the Candidate Secretary of the Board, rather than through the applicant. All such communications will be regarded as confidential.

Appointment

27. If the preceding requirements are fulfilled, the Board may make the appointment on recommendation of the Candidate Committee and after a personal interview with the candidate. No appointment of persons in this country at the time shall be made without such personal interview at a meeting of the Board, unless for sufficient reasons it shall be dispensed with by official action. An appointment may be made and the personal interview held at a meeting of the Executive Committee, when for special reasons a decision is required between regular meetings of the Board and when the recommendation of the Candidate Committee is by unanimous vote of that committee.

28. The Board shall assign the missionary to the field where he is to work and designate the type of work he is to do. As a general rule, this shall be done at the time the appointment is made. So far as possible, the choice of the candidate as to the field shall be given preference. If there be no opening in the field of the candidate's choice, the alternative will be carefully considered in conference with the candidate.

29. It is the general policy of the Board that, subsequent to appointment, the missionary receive at least a year of special training for missionary service. During such period of preparation the missionary shall receive necessary travel expenses, tuition, a rent allowance where required, and such further grant for living expenses as may be decided

upon by the Board on recommendation of the Candidate Committee.

30. When the theologically trained missionary has received official notice of his appointment, if he is not already ordained, it is left to him and the Classis with which he is connected to arrange for his ordination. It is desirable that the time, place and all the circumstances be such as to awaken, in the highest degree possible, interest in the cause and work of missions.

Under Appointment

31. Arrangements for further study after appointment shall be made in conference with the Candidate Secretary and the Secretary for the field in which the missionary is to serve, subject to the approval of the Board. The decision as to the exact time of departure for the field shall be made by the Secretary for the field. All arrangements for passport, travel, etc. should be made in consultation with the Associate Treasurer of the Board.

Chapter III

THE MISSION

Membership

32. A Mission consists of all the missionaries of the Board in a particular country or within certain specified territorial limits. For administration on the field and for specific designation at home the term applies both to the geographical area occupied and to the organization of the missionaries in that area. A Station is a place or district where one or more missionaries are assigned to residence. The term may be used to designate both the area and the missionary membership in that area.

Organization

33. The missionaries in any designated area shall, unless otherwise provided by cooperative field arrangements, organize themselves as a Mission, either for business or for

fellowship, by the choice of a President, a Secretary, a Treasurer, and a correspondent with the Department of Women's Work. Each Mission shall adopt such system of rules as in its judgment is best calculated to promote the regularity, economy and effectiveness of its work, provided that nothing in such rules shall in any way conflict with the rules of the Board as contained in this Manual. Copies of its rules of order should be sent to the Board for its information.

Meetings

34. Regular meetings of the Missions shall be held at such time as each Mission may decide and all missionaries shall be entitled and expected to attend. If circumstances require, delegated meetings of the Mission may be held, in which case the actions of this meeting shall have the same force as if taken at a regular meeting of all the members of the Mission.

35. Special meetings may be held, subject to such rules as each Mission may provide, but the actions taken at such meetings shall be subject to revision by the next regular meeting.

36. In regular and special meetings, at which a quorum is present, all questions shall be decided by the vote of a majority present and voting.

All missionaries shall have the right to vote, with the following exceptions:

a. Short-term missionaries.

b. Missionaries who have not been on the field one year or who have not passed the language examination prescribed for the first year. However, where a missionary, in an emergency, is given an assignment of work before completion of the first year of language study, he shall be entitled to vote.

c. Missionaries without a definite assignment.

Records

37. The Mission shall keep regular minutes of its proceedings, copies of which shall be sent promptly to the

Secretary of the Board in charge of correspondence for that field. These minutes should be accompanied by letters giving full explanation regarding all points requiring action by the Board. The explanations should be adequate to a clear understanding of the action taken. A similar procedure should be followed to cover action taken by organizations on the field which replace the Mission. This latter is required also with reference to actions of the Church which may call for consideration by the Board, unless other provision for such correspondence is made by the Church or some cooperative body under the Church.

Relation to the Church and Other Organizations on the Field

38. Owing to changes that are taking place in the matter of devolution of the Mission organization and control, accompanied by the evolution of the native churches and national organizations, many of the functions formerly exercised by the Mission are now carried on by the Church or by organizations set up in connection with the constituency on the field. The location and assignment of the missionary may be made either by the Mission, by the Church itself, or by such field organization as may be charged with this responsibility. Missionaries are expected to ally themselves in every way possible with such local organizations as are developed on the field. Missions and missionaries should also seek to maintain friendly relations with those of other societies and associate themselves closely with those of like faith and order working in the same field. The Board especially recommends that its missions take an active part in the work and counsels of the Christian Councils organized in the geographical areas of which they form a part. The Board provides in its budget for appropriations to these Councils and will welcome suggestion and comment upon their work from the Missions.

Relations to Government

39. Missions and missionaries should carefully abstain from all interference with the political affairs and institu-

tions of the people among whom they work and from the prosecution or defense of lawsuits. While their good offices may be used to promote a peaceful settlement of difficulties, extreme caution should be exercised in invoking the intervention of Consular or Diplomatic Agents of their own or other governments.

Official Appointments

40. No missionary is at liberty to accept any Consular or other appointment under the United States government or any other, without having first obtained the approval of the Mission and the Board.

Appeals from the Decision of the Mission

41. The Board, while reserving the right to revise, approve or annul the decisions of the Missions, yet earnestly desires and hopes that questions relating to the general conduct of the Missions, or the work of individual missionaries, may be satisfactorily settled on the field. The right, however, of each missionary is fully recognized to appeal to the Board from a decision of the Mission by which he may feel himself aggrieved, or which he may conceive to be injurious to the work. Every missionary so appealing shall give to the Mission due notice of his intention and shall file with it a copy of all papers which he proposes to send to the Board, in ample time for the Mission to prepare a reply, of which he also shall receive a copy. The same principles shall be followed in the case of missionaries who desire to appeal from the action of joint committees under the Church or related to the Church, except that in such cases notice shall be given to the body concerned and not to the Mission.

42. Pending the Board's decision in such a case, no action shall be taken, unless imperatively demanded, which shall change established conditions, the appeal in all ordinary cases operating as a "stay of proceedings." When action of some kind, however, seems to be imperative, the Mission or the body concerned shall immediately make full report to the Board of the fact and nature of the action and the reasons therefor.

Chapter IV
THE MISSIONARY AND FIELD DUTIES

Arrival on the Field

43. On his arrival within the bounds of the Mission to which he has been appointed the missionary shall report as soon as possible to the Secretary or other officer of the Mission and to the field body to which he is related and shall be subject to all the laws and regulations established for the government of his work. Missionaries regularly appointed by the Board and working in connection with its Missions, but supported either wholly or in part by other funds than those of the Board, will be expected to conform to the same rules as other missionaries so long as they retain such connection.

Assignment to Work

44. The particular station and work of each missionary shall be assigned by the Mission or by such field agency as may have that authority. Each missionary will be expected to accept the position thus assigned. In special cases, however, such assignment may be made by the Board to fill a special vacancy in a particular field, but in all such cases it shall be only with the full understanding and consent of the proper body on the field.

Language Study

45. The first duty of the new missionary upon arrival on the field to which he has been appointed is to acquire the spoken and written language of the country. A difficult language must be mastered in each of our fields and experience has shown that two years of specific study are needed to acquire a working knowledge of the language. This has therefore become the established rule of the Board and no other work should be allowed to interfere with it, except under pressure of very great necessity, of which the Board shall judge. This rule does not imply that a missionary should lay aside his books after completing the

required course, for high attainment in the language is desirable for his own sake and is highly esteemed by the Missions and the Board.

Supervision and Examination

46. It shall be the duty of each Mission or field agency to provide a program of first and second year's studies covering the language, due regard being given to the use of the Bible in the vernacular. A program for obtaining a thorough knowledge of the religion and history of the country should also be provided. The body concerned shall superintend the studies of language students, engage and have supervision of the teachers, make provisions for examinations at the end of the first and second years and report the results to the Board.

47. When an approved Language School in a language area of which a Mission forms a part is available, it is generally advisable to send new missionaries to it for the first year at least. In such cases it is understood that the expense involved will be borne by the Board. The result of the School's final examinations should be reported to the Board.

Outside Employment

48. No missionary shall engage in any secular employment, or in any religious employment distinct from that of the Mission to which he has been appointed, without first obtaining the consent of the Mission and holding the same subject to the approval of the Board, which shall be renewed from year to year. If such work brings him any pecuniary compensation, the money so received should be turned over to the Treasurer of the Mission and reported to the Board, so long as he continues to draw his usual salary.

Duties of Medical Missionaries

49. Medical missionaries shall constantly make their practice of medicine conduce to the advancement of the primary aim of missionary work; i.e. evangelism. If receiving a fixed salary from the Board, any fees which they may

receive for medical service should be entered in the accounts rendered to the Treasurer of their Mission. They are also the health and sanitary officers of the Mission and as such should make arrangements for a regular annual examination of all the members of the Mission and report to the Board any case of serious ill health.

Field Vacation

50. Missionaries are expected to care conscientiously for their health, taking vacations at hill stations at times in accordance with the practice of each Mission and as approved by the Board. When a Mission does not own property at the vacation center or centers the Board is prepared to sanction suitable rent allowances. Grants will also be made toward travelling expenses in conformity with the practice of each Mission. These may include grants for missionaries serving in local connection and emeritus missionaries remaining on the field. Unusual vacations for health or other reasons may be allowed by the Mission, subject to review by the Board.

Chapter V

THE MISSIONARY AND HIS RELATION TO THE BOARD AND THE HOME CHURCH

General Principles

51. The missionaries are the Board and the Church in action abroad. The Board at home exists only for the purpose of promoting the work on the field to which the missionaries devote their lives. The acts of the missionaries are the acts of the Board, and so long as one bears the Board's commission he cannot separate himself and his acts from the Board's work. The work of the Board and of the Reformed Church abroad is judged by the character, bearing and spirit of the missionaries who represent them. This applies not only to the personal conduct of the missionaries but to means and methods of work.

Individual Correspondence

52. Each missionary is expected to correspond freely and without reserve with the Secretaries of the Board. General correspondence should be directed to the Secretary for the field where he is working, business matters should be taken up with the Treasurer or Associate Treasurer of the Board and all matters having to do with furlough plans for study should also be discussed with the Candidate Secretary. In general correspondence the missionary should give such information relating to his work or that of the Mission and Church on the field as will enable the Board to follow developments and be conversant with the state of the Christian program. While matters having to do with Mission policy or which may require Board action may be discussed in such letters, no action can be taken by the Board on the basis of such discussion without the advice of the Mission or the responsible body on the field. It should be emphasized that it is only by frequent correspondence that the Secretaries can secure the information required if they are to bring the success and needs of the work to the attention of the Board and the Church. The Secretaries also are always ready and eager to be of personal service to the missionaries and will gladly receive and give attention to matters of a personal nature.

Publicity

53. The Board is responsible for keeping its constituency informed with regard to the work on the field. Missionaries are urged to send to the Board news items and longer articles telling of interesting events. Each Mission shall take responsibility for providing the Board with such articles and suitable illustrative material. Copies of printed letters and reports and carbons of the missionaries' correspondence with their home constituency would be gratefully received. Many a letter written for the supporting church deserves a wider circulation.

Correspondence with Supporting Churches

54. It is expected that each member of a Mission shall do his part in corresponding regularly with churches,

societies or individuals supporting missionaries or assigned projects. In order to secure regularity in this matter, the following procedure has been adopted by the Board:

a. Each year in June or July each Mission is furnished with a list of supported missionaries and projects.

b. In the case of the missionary who is supported by churches as provided in the "Unit" system (See below), a letter to these churches is to be sent each year through the Board, to arrive in New York by September first. This will give the Board a natural opportunity each year to discuss with the supporting church the situation as regards its support of the missionary. Other letters in the course of the year are to be sent direct to the supporting church.

c. In the case of work projects, an interesting letter describing the work is to be sent once a year by someone designated by the Mission for this purpose. This letter should also reach New York by the First of September for transmission by the Board to the supporting organizations.

d. With regard to designated gifts within the appropriations, similarly, someone is to be designated by the Mission to write a personal letter to the person or organization making the gift, this letter to be sent through the Board and not direct.

e. Special gifts outside of appropriations are to be acknowledged to the donor or donors by the missionary concerned.

The Unit System

55. For purposes of missionary support and enlarging the interest and understanding of the work, a unit system has been adopted whereby the total cost of operating a Mission, including all maintenance items, travel and overhead expenses, is distributed among the missionaries in any one field. The amount of each unit is fixed by the Board, with two units for each single missionary and four units for each family.

A church is not encouraged to take more than one unit in any individual case; thus two churches may share in the support of a single missionary and four in the support of a missionary family.

Special Appeals

56. The Board requests individual missionaries not to make appeals for special projects outside of the budget unless specific authorization has been given by the Board when home on furlough, or when on the field, by both the Mission and the Board. When opportunities are presented for securing the support of individuals or organizations for any projects within the budget, the full approval of the Board is assured. It is generally understood there are occasions when missionaries are approached by individuals who are interested and who wish to make special contributions toward the work of the particular missionary. The Board does not wish in any way to discourage such natural expressions of interest and approves of the acceptance of such special gifts, but they are to be reported to the Treasurer of the Board.

Donations

57. All donations received for hospitals, schools or other work shall be expended according to the expressed wish of the donors, but only with the approval of the Mission or the agency on the field charged with this responsibility. If in any case a special object is designated, which a majority of the Mission or the responsible agency does not approve, the matter shall be reported to the Board for its advice and direction.

Chapter VI

SALARIES AND ALLOWANCES

Salaries

58. The salaries of all regular and short-term missionaries are fixed by the Board. It is the policy of the Board to provide salaries that will enable missionaries to work efficiently and give their entire time and attention to mis-

sionary service without anxiety concerning living expenses so long as they practice reasonable economy.

59. Salaries vary in different countries according to the expense of living and are subject to revision from time to time and there may be an increase, reduction, or withdrawal, as the Board may decide. The yearly salary of a missionary or missionary couple without children is the basic salary for that field. The actual salary is the basic salary plus an allowance for children which varies according to age. There may be an additional allowance for single missionaries maintaining separate residences. The furlough salary is fixed on the same basis as the field salary in accordance with the cost of living.

60. Field salaries begin from the day of the arrival of the missionaries within the bounds of the Mission to which they are appointed. Furlough salaries begin on the date of departure from the field and are paid during travel to and from the field by a direct route. This is applicable in the case of a newly appointed missionary, who shall receive furlough salary during travel to the field. Missionaries travelling by other than the direct route, involving expenditure of extra time, should secure permission for such travel in advance.

Children's Allowances

61. The Board makes provision toward the cost of the children of missionaries by yearly allowances in amounts fixed from time to time by the Board, graded according to the age of each child; beginning from birth to the tenth year, from the tenth year to the fourteenth, from the fourteenth to the eighteenth year; which latter period, however, may be extended by action of the Board to the age of twenty-two for the purpose of undergraduate study. But no allowances after the age of eighteen will be paid for children who become self-supporting, or marry, or leave school for other than health reasons. These allowances may be increased during emergencies and they may be decreased.

At the present time (1948) these allowances for children on the field are as follows:

a. From birth to the tenth year — $200.00

b. From the tenth to the fourteenth year — $300.00
c. From the fourteenth to the eighteenth year — $300.00

In the case of Arabia, however, the grant is $50.00 more in each class.

The allowances for children in America are as follows:

a. From birth to the tenth year — $150.00
b. From the tenth to the fourteenth year — $225.00
c. From the fourteenth to the eighteenth year — $400.00

These allowances are continued without interruption during necessary travel to or from the parents' field of work and also whether one or both parents are at home on furlough.

When missionaries desire to send their children to this country for education and it is decided with the approval of the Mission and the Board that the children may come, travel allowance, extraordinary cases excepted, shall be only for a passage directly home.

Children's allowances cease when the missionary ceases to be connected with the Board. But the children of missionaries who have died in the service may, when necessary, receive the allowance under the conditions set forth above.

When children on the field attend one of the recognized schools for missionary children, the Board will make grants for tuition and also for necessary travel to and from such schools in amounts approved by the Mission. Under ordinary circumstances children will not be expected to return to the field after furlough for completing their high school education, for a period short of two years.

Housing and Rent Allowances

62. In addition to the salary, a house is provided. If the Board owns no house at the station to which the missionary is assigned, a sufficient allowance is made to each missionary for house rent, such allowance to include the amount actually expended for the purpose, with an addition not exceeding ten per cent, to cover such minor repairs as may be judged necessary by the Mission. For the fur-

lough period, missionary residences are at present (1948) provided at New Brunswick, N. J.; Holland, Michigan; Kalamazoo, Michigan and Grand Rapids, Michigan. It is expected that missionaries will avail themselves of these comfortable homes and application for them should be made during the year prior to furlough. When it becomes necessary to rent quarters, the Board will grant, upon application, an allowance to cover the actual rent up to a maximum amount set from time to time. There is also a heating allowance of $150.00 for all missionaries on furlough, living in houses where they must meet this expense.

Outfit Allowance

63. The Board grants upon written application an outfit allowance for the purchase of personal clothing, household furnishing and to cover the cost of export packing. This allowance is available within three months before departure for the field and may be drawn at any time within a year after arrival on the field.

A smaller outfit grant may also be made available for short-term missionaries.

The amount of the grant in each case shall be fixed from time to time by the Board in the light of changed conditions.

These are at present (1948) as follows:

a. For single missionaries	$300.00
b. For married missionaries	$600.00
c. For short-term missionaries	$100.00

Special Grant for Surgical Outfit

64. An allowance of $150 may be made for surgical outfit to a medical missionary, when necessary, to supplement the equipment on the field. Should such missionary withdraw from the service of the Board, all such equipment must be turned over to the Treasurer of the Mission as property of the Board, and held subject to its order.

Travelling Expenses

65. The Board will pay all travelling expenses for the missionary to travel with reasonable comfort from his

place of residence to his station on the field by direct route. Should this be departed from and additional expense incurred, the increased cost will be borne by the missionary. On request, however, and when practicable, a missionary may be given a lump sum equivalent to the usual cost of a journey, for which he will not render an account on his arrival at his destination. For incidental personal expenditure, home allowance salary, as stated elsewhere, is paid during the journey as well as children's allowance. Unusual expenses incurred in connection with unavoidable delay en route to and from the field will be borne by the Board.

Travelling expenses will also be paid for missionary children returning to the field, subject to limitations above provided. (See 61.)

The missionary is expected to keep a detailed account of his travel expenses, with vouchers when possible, and furnish the Treasurer of the Mission or the Treasurer of the Board, as the case may be, with a statement of all money received for travelling expenses and a detailed account of expenses actually incurred on the journey. The Treasurer concerned shall examine the statement as to its accuracy and the suitableness of the items and amounts and the Treasurer on the field shall forward promptly to the Board a copy of the accounts, duly attested, together with his report thereon.

The Board will also pay the cost of freight for outfit to the place of destination, to the extent of six tons, ship measurement, (forty cubic feet to a ton) for a married missionary and three tons for an unmarried missionary, together with customs dues and insurance on a sum not to exceed the amount of the outfit grant, subject to increase in special cases. The normal freight allowance for furlough travel is one measured ton (forty cubic feet)per person and half a ton per child, coming and going.

66. In case the entire outfit is not purchased and shipped at the time of departure, additional goods may be ordered and a second shipment made within one year, but the total cost of freight and duties to be paid by the Board shall not exceed the limits above stated.

Refit Allowance

67. Missionaries on returning to the field after furlough may be allowed, when necessary, one-half the regular grant for refit. The cost of freight on such refit, to the place of destination, will be paid by the Board to the extent of one and one-half measured tons for each adult and half this amount for each child, together with customs dues and insurance on a sum equal to the amount of the grant, this to be in addition to the normal freight allowance for furlough travel. But no such grant for refit shall be made more than once to the same person, unless under circumstances of peculiar necessity, of which the Board shall judge.

Medical Bills

68. As a general principle the Board will be responsible for expenses incurred for medical aid. In the fields where there are medical missionaries, physicians are expected to give their professional service freely to the members of the Mission to which they are attached and when such are available in any station the Board does not hold itself responsible for any expense incurred in seeking medical service elsewhere, unless specifically approved by the Mission. Missionary nurses, however, cannot be expected to undertake nursing duties in a family, excepting under very exceptional circumstances by request of the physician. Where there is no medical missionary the Board will be responsible for expenses incurred in obtaining necessary medical attendance by the nearest competent physician. An annual appropriation is made to each Mission for such bills, which may include the cost of prescribed medicines. It is also intended to cover one-half the cost of dental services and the cost of eye examination but it does not include the cost of drugs and supplies for the family medical cabinet, glasses, hearing apparatus, etc. But drugs and medicines obtained from hospitals or dispensaries maintained by the Board should be furnished to the members of the Missions without charge.

In any special cases where the Mission deems it proper

to make an exception to this rule it may send to the Board a request to that effect, noting the reasons, and if the Board considers the reasons sufficient a special appropriation will be made to meet the case.

No medical bills shall be paid until after they have been examined and approved in such manner as may be prescribed by the Mission, or if on furlough, by the Treasurer of the Board.

Allowances for Language Study

69. The Board regularly makes appropriations for the tuition of its missionaries in the language of the field, whether by teachers engaged by the Mission, by the responsible agency on the field, or at a Language School. Each Mission or responsible agency on the field should estimate its needs for such expenditure from year to year and include the amount needed in the estimates. Tuition is provided for two years' study in accordance with the requirements of the Board for language study, but appropriation for additional study may be granted on recommendation from the field.

Chapter VII

FURLOUGHS

Purpose of Furlough

70. Stated furloughs, embracing a return to the homeland, are on many accounts desirable and even necessary for the life service contemplated by the missionary appointment. The main objects of the furlough are to enable the missionary to obtain needed rest, medical care, and mental and spiritual renewal and to reestablish family relationships; to report to the home church whose representative he is, and in so doing to deepen missionary interest; also through study in school and by observation of improved methods in institutions and churches to prepare for better work upon returning to the field. The furlough should not be regarded as a vacation or as a year off. It is required by the Board as a means of maintaining and increasing the

effectiveness of the missionary and the interest of the home church.

Terms of Service

71. The length and the frequency of furloughs depend upon the length of the terms of service preceding and following them, climatic conditions and the exigencies of the work of the several Missions. The rules in force for both furloughs and terms of service are the result of long experience and have been adopted by the Board after careful consultation with each Mission. If for any reason a missionary wishes to continue on the field beyond his normal term, he should do so only with the approval of the medical committee and of the Mission. An extension of the furlough time in this country must be approved by the Board.

In recommending furloughs for its members each Mission should guard against the absence from the field and the presence in this country of too many of its members at the same time. A measure of elasticity in the application of the rules with regard to furloughs is allowed by the Board for health or family reasons, but the Missions should expect their members to adhere closely to the limits of the furlough periods designated. These include in every case the time required for the journey home and the return to the field by a direct route.

The terms of service and furlough periods for each field shall be fixed from time to time by the Board in consultation with the Mission concerned. The terms of service and furlough periods for each field are at present (1948) as follows:

a. New Missionaries:
   First term of service in all fields, except Africa, five years and six months, followed by the furlough in accordance with the practice of each Mission.

b. Subsequent Terms of Service and Furloughs:
   China — Six years and eight months; furlough period, sixteen months.
   India — Seven years and six months; furlough period, eighteen months.

Japan — Six years and nine months; furlough period, fifteen months.

Arabia — Six years and six months; furlough period; eighteen months.

or

Five years and nine months; furlough period, fifteen months.

Africa — In accordance with the rules of the South Sudan Mission of the United Presbyterian Church.

c. Special Cases:

In all fields, except Africa, women medical missionaries have a term of five years with the furlough designated for each Mission. In the Amoy Mission a term of six years, less one hot season, and furlough of fifteen months is permitted for single women, with the alternative of a term of six years and six months with an eighteen months' furlough.

Special Furloughs

72. When a missionary shall desire permission to return to the United States on account of health or for any other cause, at some time other than the usual time for a furlough, he is required to obtain the permission of the Board when it is practicable (always sending with the request the opinion of the Mission) and when impracticable to obtain such permission, he is required to obtain the consent of his Mission, which consent shall be subject to the revision of the Board. The consent of the Mission shall be immediately reported to the Board with the reasons for it. In case of failure of health it should also be accompanied by a physician's certificate as to the necessity of such return.

Medical Examination

73. As soon as practicable after arrival in the United States, each missionary and all children shall have a complete medical examination by a physician specified by the Board. This examination will be arranged by the Home

Secretary. Any treatments prescribed should be carefully followed out, the cost to be paid by the Board. No church visitation or study shall be undertaken until permission is given by the medical adviser. A similar examination shall also be undergone within three months of the time of return to the field. No sailings will be arranged until medical clearance is obtained. The field should be furnished with pertinent medical information as provided in the case of missionary appointees. (See #25)

Home Study

74. The first term of service is essentially preparatory to a well-adjusted life of service and the first furlough is especially to be regarded as a period for completing preparation for missionary service. Plans for suitable study should be carefully worked out in advance of the furlough in consultation with the Mission, the Candidate Secretary of the Board and the Secretary for his or her field. The Board is prepared to make suitable financial provision for such study for a full collegiate year. During later furloughs it is also desirable that courses of study be planned. Such plans should be well developed in advance of the furlough in consultation with the Secretary for that field and the Candidate Secretary. Questions of the time and expense involved will be decided by the Board.

Church Visitation

75. As one of the purposes of furloughs is to keep up interest in the work and also to enable missionaries to renew acquaintance with the Church at home, the Board will arrange for those at home on furlough to speak in the churches for the purpose of giving inspiration and information to the constituency. Assignment to this duty by the Board will be made with due regard to the health and other circumstances of each missionary. Detailed arrangements will be made by the Secretary of the Home Department. Missionaries supported by churches should arrange to visit these, remaining in each community sufficiently long to become acquainted with as many as possible of the

church membership. Newly appointed missionaries may also be assigned to this work before leaving for the field. In all cases the cost of travel will be paid by the Board.

Chapter VIII
THE RETIREMENT OF MISSIONARIES

Provision for Emeritus Missionaries

76. Any time between the ages of sixty-five and seventy years a missionary may, either upon his own application or without it, be retired from active service and become an emeritus missionary. In case a missionary has not become emeritus before attaining the age of full seventy years, this shall then be taken place *ipso facto,* unless special action of the Board shall postpone the operation of this rule.

When a missionary becomes emeritus, the Mission after consultation with him shall make a recommendation to the Board as to whether he shall remain on the field or return to the United States. If he returns to the United States, a minimum freight allowance shall be made to cover the cost of personal effects.

77. For the emeritus missionary who returns to the United States the Board grants a retirement allowance which at present (1948) is set at $700 a year per individual missionary. Rent allowance may be granted by special action of the Board. Ordained missionaries receiving a grant from the Ministers' Fund or the Disabled Ministers' Fund will receive from the Board only a supplement to such grant sufficient to bring the total up to the yearly amount specified above. All ordained missionaries entering the service of the Board after and including the year 1938, however, shall receive as retirement allowance whatever is payable by the Ministers' Fund to retired ministers of the Church, plus the annuity available from the Contributory Annuity Fund as the result of premium payments made on his behalf by the Board under that plan. (See appendix for details of retirement plan)

78. In case the emeritus missionary remains on the field, his salary shall be two-thirds of the regular salary,

together with house rent and the usual personal allowances, including such allowance for the summer vacation as is usual in that Mission. His place of residence shall be subject to the determination of the Mission. In case such work as he elects to do requires an allowance for literary assistance or other special expenditure, the Mission shall be at liberty to make such provision.

An emeritus missionary shall not be eligible for appointment in charge of any station or institution, or hold any professorship to which assignment is made by the Mission or the responsible agency on the field, except under special circumstances and for a limited period.

The emeritus missionary who remains on the field and to whom the Mission continues to assign work shall be in the position of an advisory member of the Mission, privileged to be present at all Mission meetings, to have access to all documents and to participate in all discussion, but without vote. He may be appointed as an advisory member to any standing or special committee with the right of discussion and vote within the committee, but he shall not be eligible to election as an officer of the Mission.

Withdrawal for Personal Reasons

79. When failure of health makes necessary the return to this country of a missionary upon medical certificate the Board will meet all necessary expenses of the journey. His future relation to the Mission and Board will be determined in view of all the circumstances.

80. In case of withdrawal on account of marriage, it is particularly urged that word of the prospective withdrawal be sent to the Board as soon as possible, and in any case before any public announcement is made. It is strongly urged also that single missionaries conscientiously consider the exigencies of the work to which they were appointed before forming a marriage engagement.

If the prospective partner is a missionary of another Board, certain conditions according to the principles of comity between Boards have to be met, specifically as re-

gards financial adjustments in case the term of service is not completed. (See below)

In case a woman marries a man not a missionary, her appointment as a missionary of the Board terminates with the marriage. If thereafter she takes up any regular work under the supervision of the Mission of which she was a member, her status becomes that of a worker in local connection and the Mission shall determine what financial compensation shall be given her for her service. If married during the first four years of service, she shall make return to the Board of such portion of amounts expended on travel and outfit as are specified in the following section, such service in local connection not being counted in such calculation.

81. In case of withdrawal for any reason except health or such as the Board may approve during the first year on the field, a missionary shall return, or have returned to the Board on his or her account, the full amount expended for outfit and travel. In case of withdrawal after one full year, each year of service on the field will be regarded as having cancelled 25% of the total amount, all claims being cancelled after four years of service. In case of marriage with a member of another Mission, refunds shall be made by the Board concerned after mutual consultation and in accordance with the general practice in such cases.

Return After First Furlough

82. A vote shall be taken at the regular Mission meeting preceding the first furlough of each missionary regarding his or her competency for further service. In cases where this responsibility has been assigned to the Church on the field or to a field agency, this vote shall be taken as prescribed in the arrangements with this body. The result of this vote should be made known to the missionary in ample time before leaving on furlough and full opportunity be given for consultation and explanation, the object of such action being the highest welfare of the work.

Retirement

83. When missionaries return home, except on regular furlough or after completion of their full period of active service, their connection with the Board shall cease as soon as there is no longer a reasonable probability of their returning to their missionary labor. A decision that it will be impossible to return to the field shall be held to be equivalent to a resignation and the Board will make such equitable arrangement as the exigencies of each case may demand. Except in extraordinary cases, however, no grant is to be made to returned missionaries who are neither superannuated nor disabled by sickness for a period longer than six months after it becomes clear that the missionary is not to return to the field.

84. When disabled missionaries or widows of missionaries return to this country with the approval of the Board it shall be the duty of the Board to make such grants toward their support as the circumstances of each case shall require, and the resources of the Board allow, it being understood that such grants shall be reviewed each year by the Board.

Recall

85. The missionary's service is for life. However, in cases of clear incompetency, unsuitability for personal, doctrinal or other proper reasons, or for reasons of health, the relationship with the Board may be terminated at any time and the appointment cancelled by action of the Board. It is, however, the responsibility of the Mission or the responsbile agency on the field to bring to the attention of the Board cases where the recall of a member is advisable. Should the missionary be on the field, six months' notice shall be given, or six months' salary, and the cost of return passage to this country will be met by the Board, within such limits of time as it may prescribe.

Chapter IX

ESTIMATES AND APPROPRIATIONS

Mission Estimates

86. Each Mission shall prepare every year, in such manner as is most convenient, and in such form as the Board may direct, a careful estimate of the probably necessary expenses for the work of the year ensuing, specifying the different objects in detail, to be forwarded so as to reach the Board not later than the first of March. These estimates shall be made out in *local currency* except in the matter of salaries and allowances of missionaries, including expenses on property occupied by them, to be paid either on the field or in this country. The estimated rate of exchange shall be distinctly stated.

Station Estimates

87. Each Station in the Mission shall prepare its own estimate of expenditures for the year. These shall be submitted to and carefully examined by the Mission and from these, when approved, the general estimates shall be made up. If desired, each individual institution or department of the work may prepare its estimate of expenditures required subject to the approval of the Mission for inclusion in the general estimates.

Objects Included

88. In furnishing these yearly estimates, the Missions are expected and requested to include in them only such objects as are indispensable to the maintenance of the actual work of the Mission in a condition of proper efficiency. These estimates, when approved, and the amounts appropriated by the Board, will govern the expenditures of the year, and must not be exceeded.

89. Whenever, in the course of the year, the condition of the Treasury may warrant, the Board may, from time to time, make additional appropriations for such other

objects as may be desired by the Missions and approved by the Board, in the order of their importance.

90. No application for an additional appropriation on the part of any individual missionary will, in any case, be considered by the Board, which has not first been submitted to the Mission to which he or she belongs, and its action thereon, whether favorable or otherwise, transmitted to the Board.

Additional Estimates

91. In addition to the regular estimates, the Missions are authorized and requested to accompany them with a statement of such other objects, with their estimated cost, and in the order of their importance, as may seem to them most pressing and necessary for the further development of the work—these statements to form the basis of such additional appropriation as the Board may, from time to time, be able to make.

Special Objects

92. When gifts are received and applied to items of work in any of the Missions, outside of the appropriations, and such items of work are to be continued from year to year, they shall be included in the Mission Estimates after the year for which payment for them began to be made, except in such cases as the Board may otherwise provide.

Special Appropriations

93. When special appropriations are made, or the collection of special funds is authorized by the Board, for buildings or other purposes, the amount thus appropriated or collected (unless otherwise specifically directed by the Board) are in all cases to be held by the Mission and expended under its direction, in the same manner as the general appropriations. No expenditure is to be incurred, and no contracts for such expenditure concluded, until the final plans, terms of contract and ultimate cost of the operations proposed have been submitted to and approved by the Mission.

Lapse of Appropriations

94. All appropriations lapse at the close of the year for which they are made. All unexpended balances should be placed to the credit of the Board, and applied to the appropriations for the new year. But in the case of buildings or other special work actually in progress, and which of necessity cannot be completed by the close of the year, the amount appropriated for their completion may be reserved for that purpose and reported to the Board.

Estimates by Field Agencies

95. In certain cases, portions of the estimates for work on the field may be prepared by the Church or other designated field agency on the field, and be forwarded to the Board directly by it. These statements shall be subject to all the conditions and limitations stated above.

Chapter X

THE MISSION TREASURER

Books

96. The Treasurer shall keep, in official books provided at Mission expense and to be the property of the Mission, clear and correct amounts of all receipts and payments, and have vouchers for the latter; his books must be open to the inspection of other members of the Mission, or any one of them, at any time; and his accounts must be audited by a committee of two members appointed each year for this purpose.

Yearly Statements

97. He shall forward to the Board, at the close of each fiscal year, a detailed statement of all cash received from every source, drafts drawn, and all payments; the amount of all special funds held by the Mission, from whatever source received and for whatever purpose held; and all drafts or letters of credit in his hands, duly audited by a committee appointed for this purpose. In case a deficit

is reported, a brief and clear statement of the reasons for it and the parties to whom it is owing, should accompany the statement.

Appropriations Must Not Be Exceeded

98. The Treasurer will in no account be permitted to exceed in expenditure the amount annually appropriated for the support of the Mission, except in imperative circumstances, and then only with the consent of the Mission, and subject to the final judgment of the Board. When such excess can be plainly anticipated, the Board should be notified at once.

Change in Treasurer

99. Notice of any change of Treasurer shall be at once cabled to the Board.

Chapter XI

FINANCIAL

Property Owned or Leased

100. Real estate shall not be purchased or leased by a Mission, or any member of a Mission for the account of the same, without the express permission of the Board previously obtained, except that temporary leases may be made in case of necessity, with the approval of the Mission. All property so acquired shall be held in trust for, or in the name of, the Board of Foreign Missions of the Reformed Church in America, except in the case of property transferred by action of the Board to other bodies on the field. In cases where the Board has so agreed, property may be held by a juridical corporation organized under the laws of the country concerned, by the Church on the field, or by such other field agency as may have been created with authority to exercise this responsibility. In all such cases, arrangements made shall secure to the Board their rightful possession in accordance with the laws of the country in which they are held, except where the ownership of the property has been definitely transferred to field bodies. No

property, owned by or held for the Board shall be sold or otherwise disposed of without the consent of the Board. Normally, leases also shall not be made or surrendered before the time of their expiration without the consent of the Board. The Board should be notified of the date of expiration of every such lease at least six months in advance.

Custody of Funds

101. It is desired that money placed in the hands of a missionary of the Board, which is not a gift to him personally but is intended for missionary purposes, either for current work or for purchase of land, or the construction or repair of buildings, shall not be retained or deposited in a bank by him, but shall be deposited with the Treasurer of the Board, or with the Mission Treasurer, until needed for immediate expenditure. This provision does not prevent a missionary or institution from retaining in bank accounts small amounts necessary to keep up working balances.

Loans and Trust Funds

102. No funds of the Board shall be loaned to outside parties except for scholarships duly appropriated for this purpose by the Board, nor shall any funds belonging to outside parties be received by any Mission Treasurer in trust or on deposit. However, an exception to this rule may be allowed in cases of real need, when a native of the country desires to remit funds to friends or relatives in the United States. But such transaction must be in accordance with the exchange laws of the country from which remittance is made and this exception should not be made in cases where the transaction can readily be made through local banks.

Accounts of Institutions

103. Each missionary having responsibility for the financial management of boarding schools, hospitals or similar missionary operations in connection with the Missions,

shall give to the Mission Treasurer a yearly account of all money received from any source and expended for such operations.

Chapter XII

BUSINESS RELATIONS

Purchase of Goods

104. The Board, through its officers, is always ready to discharge such commissions, in the purchase and shipment of goods, payment of bills etc., as may be confided to it by any of its missionaries in the field, and receive and transmit funds for their personal use, subject to such rules as it may find necessary. But the purchase and forwarding of goods from this country through Mission agencies, for the use and benefit of persons not members of our Missions, or in charge of work not related to the Board, is not allowable.

When an order is sent to the Board for the purchase of goods for a school, hospital or other institution, or for the payment of a bill for the same, the probable amount of the bill should be stated, and the assurance should be given that the purchase is covered by the regular appropriation of the year or by general funds provided by the Mission or other responsible party.

Drafts

105. If missionaries desire to have payments made in the United States they should either, (a) obtain a draft of the Mission Treasurer or the Treasurer of the Board for the remittance, or (b) send an order to the Treasurer of the Board requesting him to make such payment. Immediate notice of Mission Treasurer's Drafts, their dates, amounts, and the parties in whose favor they are drawn, should be sent by the Mission Treasurer to the Treasurer of the Board.

Life Insurance Premiums and Other Payments

106. Insurance policies may be left with the Treasurer of the Board, who, if desired, will pay the premiums and

charge to the personal account of the missionary, on receipt of proper notice of premium due. An order for such payments should be left with the Treasurer before sailing, or returned to him before the first premium is due. Similar arrangements may be made with regard to bank accounts or regular remittances for any other purpose, on the written request of the missionary.

Chapter XIII

TRAVEL DIRECTIONS

Time of Departure for the Field

107. The time of departure for the field is to be settled in conference with the Secretary for the field concerned, with the approval of the Board. Timely arrangements should be made, especially in the purchase of such things as are needed. The missionary should, in ordinary circumstances, arrange to arrive at the port of embarkation at least three days before the date of sailing.

Travel Arrangements

108. All travel arrangements are in the hands of the Associate Treasurer of the Board who should be consulted with regard to the purchase of railroad and steamer tickets and all other matters having to do with transportation and travel.

Passports and Visas

109. A passport and visas for the country of his destination and the countries to be visited en route must be obtained. Application for passports or their renewal should be made at the nearest United States District Court or Passport Agency. Birth certificate, passport photographs in duplicate, and personal identification by a United States citizen, who has known the applicant for at least two years, are required. Visas may be obtained at the nearest consular office of the country concerned.

Purchase of Outfit

110. The missionary is expected to purchase his own outfit and prepare all his parcels for shipment, cost of such preparation to be a charge against outfit account. Much of the outfit can now be procured on the field and the missionary should consult the Secretary of his particular field as to the minimum requirement in the way of furniture to be taken from this country. Purchases can often be made to best advantage through the Board which receives a special discount on many items.

It is desirable for reasons of economy in freight charges etc., that bulky goods, such as furniture, if bought in this country, be purchased in New York when possible, unless otherwise advised by the Associate Treasurer, who should be consulted in call cases.

Shipment Directions

111. All goods intended for shipment should be packed in well-made boxes, of moderate size, securely fastened and "strapped" (bound around the ends with iron bands). The boxes should be numbered, and a list kept of the contents of each, with the value, actual or estimated, of each class of articles, as books, $.....; clothing, $.....; household linen, $.....; etc. Copies of these lists should be sent to the Associate Treasurer of the Board, for use at the Custom House and for the purpose of insurance.

Chapter XIV

OFFICIAL CORRESPONDENCE

Monthly Letter

112. In all Missions a letter should be sent to the Board through the Secretary for the field, at least once a month, either by the Secretary of the Mission or some other person appointed for this purpose, giving news of the missionary work, that the Board may be kept constantly informed of its progress. All matters requiring action by the Board must be included in this correspondence, including those having reference to financial matters.

Annual Report

113. Each Mission shall prepare an annual report which shall give, in as brief and clear a manner as possible, a view of the entire field during the year, including the state of the Church on the field. It should present in tabular form the number and names of stations and out-stations, churches in direct relation with the Mission or receiving aid either from the Mission or from the responsible field agency, schools (Sunday, day and boarding), the number of baptisms during the year, dismissions and total in communion, scholars (distinguishing between boarding, day and Sunday scholars, male and female) with a list of the missionaries at each station, and such other information as may be deemed valuable. Where possible, statistics of churches on the field with which our work is directly related, should be included in such reports.

114. In order to secure uniformity in the Mission Report ,each mission is requested to appoint annually a committee to whom all individual and station reports of work done during the year shall be submitted, and by whom a revised and condensed report, based upon these, covering the whole field and embracing any matters of general interest shall be prepared. This report shall be forwarded to the Board, and should, in all cases, be sent so as to reach the Board not later than March 15.

For Publication

115. In the publication of all matters relating to the policy of the Board, or the raising and distribution of funds, such publications, or communications intended for publication, should first be submitted to the Board.

This is not designated to interfere with, or to restrict, free and frequent communications of materials for publication having to do with such matters of general interest and information as are likely to increase the knowledge and interest of the members of the Church in the work of the Missions as set forth in an earlier section.

Appendix

THE RETIREMENT PLAN OF THE BOARD

All missionaries who went out to the field prior to 1938 came under the provisions of the retirement plan outlined in the Manual and effective from January 1, 1922. These missionaries, upon returning to America for retirement will receive a retiring allowance which at the present time (1948) is fixed at $700.00 a year per individual missionary. Ordained missionaries receiving a grant from the Ministers Fund or The Disabled Ministers Fund will receive from the Board of Foreign Missions only a supplement to such grant sufficient to bring the total up to $1400 a year for man and wife. In order to provide reserves to meet these scheduled payments the Board has made certain capital payments to the Ministers' Fund and is also paying $72.00 a year to that Fund for all unordained missionaries who went to the field in 1915 and succeeding years.

All missionaries who went to the field in 1938 and succeeding years are upon an entirely different basis. The Board is not committed to any fixed retirement allowance for these missionaries but is simply paying into the Ministers' Fund $72.00 per individual missionary, except in the case of ordained missionaries for whom only $12.00 is thus paid yearly, since there is expectation of their receiving also a grant from the Ministers Fund. When this plan was adopted in 1938 it was calculated that if the missionary continued in active service until the regular time of retirement, there would be a sufficient deposit in the hands of the Minisers' Fund to furnish an annuity roughly equivalent to the amount assured under the 1922 plan. The steadily rising record of longevity, however, together with the decreasing return on investments, have substantially lowered annuity rates and the Board is considering plans for providing greater security for the missionaries of this class. These plans may include both an increase of the Board's annual payments to the Contributory Fund and some contribution by the missionary himself, following the policy pursued in the case of ministers serving in the home

field. It may also be necessary to raise the retiring age to 68, in conformity with the rules of the Ministers' Fund.

It will be realized that when the retirement plan was adopted in 1922, the Board became at once liable for heavy payments under that plan in later years. It was recognized that as soon as possible a system should be set up which would provide for regular annual payments against this liability so that when the missionary retired, these reserves would be available to provide for payment of the retiring allowance without charge upon the regular budget. This would insure more prompt replacement of the retiring missionary.

The first step toward reaching this goal was made when the 1938 plan was adopted for missionaries who went out in that year and succeeding years. This, however, did not alter the situation with regard to missionaries who went out prior to 1938. The Board is happy to report, however, that in 1945-47, all missionaries save those who went out prior to 1915 have been enrolled in the Contributory Fund and back payments have been made so as to cover dues for all the intervening years. There have thus been provided substantial reserves, so that the Board will have available for the retirement allowances of these missionaries also, annuities which will represent a substantial share of the allowance assured under the Retirement Plan of 1922.

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